

Dietitian

Documentation Required for Licensure

- ☐ Application and fee (\$120). **All application fees are nonrefundable.** To apply, do one of the following:
1. Create an account, apply and pay online at:
<https://ibpllicense.iowa.gov/PublicPortal/Iowa/IBPL/common/index.jsp>, OR
 2. Print, complete and return a paper application with a check or money order payable to the Iowa Board of Dietetics:
http://idph.iowa.gov/Portals/1/Files/Licensure/di_app_form.pdf.
- ☐ Educational Requirement - Official transcripts conferring a degree with a major course of study in human nutrition, food and nutrition, nutrition education, dietetics, or food systems management, or in an equivalent major course of study, which meets minimum academic requirements as established by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. **The transcript must be from a U.S. regionally accredited college or university and must be sent directly to the Board office from the college or university.** Foreign-trained dietitians should contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Information may be found at:
<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485501>.
- ☐ Didactic Requirement:
1. Verification statement(s) completed by the university didactic and internship program director(s) verifying completion of the didactic and internship requirements, OR
 2. Verification statement from the Commission on Dietetic Registration verifying completion of the didactic and internship requirements.
- ☐ Commission on Dietetic Registration:
1. Notarized copy of current registration card issued by the Commission on Dietetic Registration, OR
 2. Letter sent to the Board office by the Commission on Dietetic Registration verifying the applicant holds registration status, OR
 3. Web- based verification from the Commission on Dietetic Registration website indicating the applicant holds registration status.
- ☐ Verification of licenses held in other states (if any):
- Applicants that have been previously licensed, registered or certified in any other state must provide official verification of licensure in the other state(s). The license verification must include license issue date, expiration date and any pending or past disciplinary action. The verification may be printed from another state licensing board's website if it contains all of the required information. If web based verification is not available, the verification must be send directly to the Board office by the state(s) where the applicant has been licensed, registered, or certified. If the applicant has never been licensed in another state, ignore this item.